

**STREETS AND ALLEYS
PROCEDURE FOR CLOSING**

<u>PROCEDURE</u>	<u>RESPONSIBILITY</u>
1. Submission of request to City must include:	
(a) Letter of request (petition) signed by ALL property owners abutting street or alley.	Property Owners
(b) Copy of recorded plat showing original layout or dedication of street or alley.	Property Owners
(c) Registered land surveyors plat of recent survey of portion of street to be closed on legal size drawing, suitable for recording.	Property Owners
(d) Non-refundable application fee of \$300.00	Property Owners
2. Review and recommendation to City Manager by legal, planning and public works.	City Staff
3. Recommendation to City Council	City Manager
4. Adopt Resolution of Intent	City Council
5. Public Notice	
(a) Newspaper (one per week, four consecutive weeks)	City Clerk
(b) Posted notices (two signs on street)	Public works
(c) Mail copy of Resolution of Intent to all adjoining property owners by Registered or Certified mail.	City Clerk
6. Public Hearing	City Council
7. Order of Closing	City Council
8. Record closing order with Register of Deeds	City Attorney